



Board of State Examiners of Electricians Licensure Candidate Information

1/19/2007

Introduction:

This Bulletin details the requirements as well as the process for achieving licensure. Candidates are eligible for the two-part examination when their application and supporting documentation are approved. In order to be approved for examination by the Board of State Examiners of Electricians as a Master or Journeyman Electrician, Systems Contractor or Systems Technician, candidates must have the required apprenticeship experience and education. The Board has contracted with PSI to process applications and to conduct the examinations. Hence there are many references to PSI in this Bulletin.

Frequently Asked Questions and Answers:

1. Where are the examinations given? See Part I- (Page 1) Preparing for Examination.
2. Who is responsible for documenting my apprenticeship hours? Part II - (Page 5) Apprentice Work Experience.
3. What types of examinations are given? What will I be tested on? See Preparing for examination (Page 1) and Examinations (Page 5).
4. Are there special testing accommodations for candidates with disabilities? See Part II -(Page 3) Americans with Disabilities Act.
5. What is the examination process? What are the fees for the examinations? See Examination Process (Page 2) and Fees Part V - (Page 9).
6. What is the passing score for each part of the two-part examination? See Part V- (Page 3) Examinations.
7. What materials are allowed in the examinations? Part IV - (Page 3) Items allowed/ used as an aid during an examination.
8. Will I be penalized for tabbing, highlighting, underlining or handwritten notes in books? See Part IV- (Page 3) Items allowed/used as an aid during an examination.
9. When will I be notified that I have passed or failed an examination? See Part V - (Page 3) Scores.
10. How can I get help on

- **Reviewing Questions**-See Part I- (Page 4) Request for Review of Questions
- **Making an Appeal**- See Part I- (Page 4) Examination Appeal
- **Reviewing Scores**- See Part I- (Page 4) Review of Examination Score
- **Refunds and Penalties**- See Part IV- (page 8)

11. When am I considered licensed to work in the business of electrical and or security and fire alarms? You are considered licensed to install for hire when:

- a. You have received notice of a passing score on each part of your examination and;
- b. You have in your possession a printed, photo license issued from the Board or a temporary license.

12. When will the examinations be based on NEW code editions or amendments? All examination items are based on the edition of the electrical code currently in effect. Changes in examination items, directly related to acceptance of a promulgated code (NFPA 70/ MEC 527.CMR 12.00) by the Board of Fire Prevention will not affect any examination items for six months of the effective date of the new regulation. If you are testing in several months, check for updated versions of this bulletin that might reflect examination changes.

13. Are there any additional requirements to install security alarm systems? **YES!** Anyone who installs Security Alarm systems is required to obtain a **Security Clearance Certificate (S-License)** from the Department of Public Safety in addition to being licensed. Applications may be obtained online at :www.mass.gov/dps or the Department of Public Safety:

Department of Public Safety
1 Ashburton Place, Room 1301
Boston MA 02108
(617) 727-3200

Preparing for an Examination

Part I.

General:

The examinations are administered at the PSI examination centers listed below:

Boston
Inner Tech Park, 56 Roland St., Suite 211
Boston, MA 02129

FROM NORTH: TAKE I-93 SOUTH. EXIT 28 - BOSTON/SULLIVAN SQ./CHARLESTOWN. MERGE INTO MYSTIC AVE. TAKE I-93S RAMP TO BOSTON/SULLIVAN SQ./CHARLESTOWN (take ramp do not get on highway). MAKE SLIGHT LEFT TURN ON TO MAFFA WAY. MAKE SLIGHT RIGHT TURN ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET - THERE IS A SIGN FOR INNER TECH PARK. RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON

LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY.

FROM SOUTH: TAKE I-93 NORTH. EXIT 28 - RT 99/SULLIVAN SQ./SOMERVILLE. MAKE LEFT ON TO CAMBRIDGE STREET. AT FIRST TRAFFIC LIGHT, MAKE LEFT ON TO CARTER STREET - THERE IS A SIGN FOR INNER TECH PARK. RIGHT ON TO ROLAND STREET. END AT 56 ROLAND STREET (BUILDING ON LEFT, PARKING LOT ON RIGHT). ENTER THROUGH NORTH LOBBY.

Site is also accessible by Public Transportation to Sullivan Square. The Orange Line and many buses stop here. Walking from Sullivan Station: Make a right on to Cambridge Street. About 1/4 mile on the left is Carter Street (will pass a Dunkin Donuts and Hess Gas station on left). There is a sign for Inner Tech Park. Right on Roland St. Enter through North Lobby.

Fall River

218 South Main St, Suite 105
Fall River, MA 02721

From the North take Rte. 24S to 79S. Take Route 138S Exit. Bear right off exit. Go left at first traffic light. Take left at the second traffic light (top of hill) onto So Main St. 218 is 2 blocks down on the right. Parking: Go past 218 SO Main to 2nd light. Take right. Take another right at next traffic light. Third St parking Garage is on your right.

From the East 195 West. Take 138 S / Ma 79 S exit 5 toward N Tiverton RI (.3 miles). Follow Route 138 S toward N Tiverton RI (.1 miles). Merge right. Take Broadway Exit. Turn left at 1st light on Columbia St. Turn left at 2nd light to So Main St. Site is 2 blocks on the right.

Springfield

1111 Elm Street, Suite 32A
West Springfield, MA 01089

Going East on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Turn right on West Springfield/Rt. 5 South. Continue on Rt. 5 approximately two miles. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going West on Mass Pike (Rt. 90). Take Exit 4 - West Springfield/Holyoke. Follow as above.

Going South on Rt. 91. Take West Springfield/Route 5 Exit. Continue on Rt. 5 for approximately 1/2 mile. Turn right on Elm St. - immediately after Showcase Cinemas. Office is approximately 1/4 mile on the right.

Going North on Rt. 91. Take West Springfield/Route 5 South Exit. Continue on Rt. 5. Follow as above.

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing yourself with the examination process. If you arrive late, you will not be admitted to the examination site and you will forfeit your examination administration fee.

Part II.

Type/Class of Licenses:

- Massachusetts requires all applicants to pass an examination for the following categories of licensure: Master Electrician (Class A), Journeyman electrician (Class B), Systems Contractor (Class C) or Systems Technician (Class D) license.

Taking Consecutive Examinations:

- As a matter of preference, you may choose to sit for both parts of an examination on the same day. Applicants who choose to take both parts will immediately continue onto the second part of the examination. Once you enter a second part of an exam you will not be able to return to the first. You must complete one part of the examination in order to proceed to the next part.

Separate Examination Dates:

- As a matter of preference, you may choose to sit for only one part of your examination and then return on another date to take the next part of your examination.

Part III.

Re-examination:

- Applicants who have failed an examination or part thereof MUST wait 10-days from the last examination date to sit for re-examination.

Mail or call:

PSI Examination Services
3210 E Tropicana Ave Attn: MA EL
Las Vegas, NV 89121
(800) 733-9267 • Fax (702) 932-2666
www.psiexams.com

NOTE 1. : See *Required Renewal of Application Forms Part V (Page 8)*.

Part IV.

Identification of Candidates:

You must provide 2 forms of identification. One must be a VALID form of government issued identification (driver's license, state ID or passport), which bears your signature and has your photograph or a complete physical description. The other must have your signature and preprinted legal name. All identification must match the Examination Registration Form and your Registration Confirmation Notice.

Note: If you cannot provide the required identification, you must call (800) 733-9267 at least 3 weeks prior to your scheduled appointment to arrange a way to meet this security requirement. Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment, and you will not be able to take the examination.

The Examination Process

Part I.

Eligibility and Examination Registration:

- Eligibility for examination is to be determined by the Board of State Examiners and its' vendor, PSI.



- When your application has been approved, PSI will email or mail you an Examination Authorization Notice, along with information about scheduling your examination.

NOTE 1. Prior to taking examination: It is the applicant's responsibility to immediately notify PSI, in writing of any change in information on your previously submitted application.

- If your application is deemed incomplete PSI will return your original application any additional documentation, examination fee and MA license fee to you for completion. Enclosed will be a notice explaining why your application was deemed incomplete. Applications reviewed by the Board and are placed on hold or pending Legal will be retained by PSI for 90-days after which such application will be returned to the applicant. Any Application that is stamp dated as being received by PSI over 90-days will be returned to the applicant.

Part II.

Americans with Disabilities Act (ADA):

- If you require special accommodations, under the Americans with Disabilities Act (ADA), please contact PSI at (800)733-9267 or the Board office at (617)727-9931 to obtain an Accommodation Request Form. All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. **All requests for special testing arrangements must be made when the candidate registers for the examination with PSI.**

Part III.

Admission/ Security to the Examination Area:

The following security procedures will apply during the examination:

- Cell phones, pagers, and guests are not allowed in the examination site. This policy is strictly enforced.
- No smoking, eating, or drinking will be allowed in the examination site.
- Copying or communicating examination content is a violation of PSI security policy and State Law. Either will result in the disqualification of examination results and may lead to legal action.
- Any individual papers that are not part of a paper-back, ring-binder, spiral binder or loose leaf binder type of book, or part of a multi-paged CMR, MGL, UL, or NFPA document as described in this section **MUST** be removed prior to entering the examination area. Failure to comply with this may result in disqualification and forfeiture of all fees.

Part IV.

Items allowed/ used as an aid during an actual examination

- **Calculator-** only non-programmable, non-printing, silent, battery-operated, non-alphabet keys.

- **Code-Book-** The current, adopted edition of the National Electrical code-book whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said book is allowed in the examination area for examination purposes.
- **Massachusetts State Amendment-** The current, adopted edition of the Massachusetts State Amendments whether a separate document or part of the National Electrical Code book, in or a paper-back book provided by PSI, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.
- **Massachusetts General Laws-** All Massachusetts General Laws applicable to examination questions whether a separate document or part of the National Electrical Code book, or in a paper-back book provided by PSI, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.
- **Board Rules and Regulations-** A copy of the Boards Rules and Regulation (237CMR 11.00- 23.00) whether a separate document or in a paper-back book provided by PSI, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said document is allowed in the examination area for examination purposes.
- **National Fire Alarm Code-** A copy of the National Fire Alarm Code (NFPA-72) whether paper-back, ring-binder, a spiral binder or loose leaf, tabbed or un-tabbed, that contains highlighted sections and or underlined sections or paragraphs of the original text of said book is allowed in the examination area for examination purposes.
- **OSHA and Safety and Health Standards; Overtime Compensation Fair Labor Standards Law; Lien Law; Worker Compensation Law; State Unemployment Law; Employer's Tax Guide -** A copy of each of the aforementioned publications - whether in paper-back, ring-binder, spiral binder or loose leaf, tabbed or un-tabbed, provided by PSI; that contains highlighted sections and or underlined sections or paragraphs of the original text of said publication - is allowed in the examination area for examination purposes.
- **Formulas- prior to examination -** written on the blank pages of your codebook.
- **Written notes- prior to examination** Hand written notes in the margins of the aforementioned reference materials.
- **During the examination -** only writing on the scrap paper that is provided by PSI will be allowed during the exam.

NOTE 1. Items not on this list are not allowed in the examination area.

Part V.

Scores:

Your scores will be based on the number of questions you answered correctly. A passing score is a **MINIMUM** of 70% on each part See Examinations (pages 5-8).

- At the end of the examination all candidates will receive a printed Score Report.



- Veterans as defined in clause forty-three of section seven of chapter four shall be granted a credit of five percent to each part of the examination. DD214 must be submitted with application.

Score Report:

- If you did not pass the examination, a Score Report will indicate your overall score and the number of questions answered correctly on each major section of the examination. This information may help you prepare for reexamination.
- This detail is not shown on your Score Report if you received a passing score.
- If for some reason the Score Report can not be printed after you have completed your examination, PSI will mail such report within 10-days of your examination date.

Reviews and Appeals

Part I.

Review of Examination Score:

- An Examination Score report shall be given to candidates, on site, for no additional charge after completing their respective examination or part thereof. Your Examination Score report will state whether you have passed or failed and explain what part(s) of your examination you failed, showing your strengths and weaknesses in content areas. It will also inform you of your right to review the questions that you answered incorrectly on your examination. A request to review examination questions shall be made to PSI **within 30-days from the date of examination.** See *Review of Question in the following section.*

NOTE 1. If you need an extra copy of your Examination Score Report - such a request must be made within 30-days of the date of examination at no cost to you. After 30-days, you can write to PSI to request a duplicate of your score report for up to 1 year after your examination. The fee for a duplicate score report is \$15. *Money Order or cashier's check ONLY.*

Important: If an appeal, review of questions or review of score results in a change of score from failing to passing, candidates will be required to update their application to show any changes in information in their initial application. See *Part V Required Renewal of Application Forms on page 8.*

Request for Review of Questions:

- Failing candidates will review their examination in a secure environment and may challenge any questions or answers that they feel should be eliminated, changed, or given credit.
- A Request for a Review of Questions shall be made to PSI within 30-days from your examination date or the date you received your score. Failure to make such a request within the time allotted may jeopardize your right to review the examination questions.
- Candidates may register for the examination review via Automated Telephone, Internet, Mail or Fax and Pay by Money Order, Cashier's Check, VISA or MasterCard. Personal or

company checks are not accepted. The fee for this service is \$80.00.

- During the review you will be presented with the questions you answered incorrectly and the correct answer to those questions. The purpose of the review is to allow you to self-research the question to determine why the answer you selected was incorrect. If you feel that there is an error in the question, you may comment about the question during the review by writing down comments on the Test Question Review sheet.

- All comments together with a copy of the challenged test questions will be submitted directly to PSI's test development staff for review. PSI will contact you within 20 business days if your status changed from fail to pass, and a new score report will be issued. Most test questions are determined to be correct as presented on the examination, so do NOT wait for a response before preparing for and scheduling for re examination.

You are not permitted to take any notes outside of the review sessions. Please call (800) 733-9267 with any questions.

Examination Appeal:

- If after an exam review PSI maintained their failing score and you still disagree with their findings you may file an appeal before the Board. The appeal shall be made in writing to the Board of Electricians within 30-days of the date on your rejection notice from PSI. In your appeal you must state the items/questions that are to be reviewed. Failure to make such a request within the time allotted may jeopardize your right to an appeal.

Mail To: Board of State Examiners Examination Appeal

Attn: Executive Director

239 Causeway Street, suite 500

Boston, MA 02114

(617) 727-9931 • Fax - (617) 727-5012

Part II.

Applications for Examination:

- Applications for examination may be requested from PSI. Such request may be made by phone, fax, mail (postal services). Additionally, all applications may be downloaded, e-mailed as an attachment or printed from the Board's or PSI's web sites:

www.mass.gov//dpl/boards/el/forms.htm

www.psiexams.com

PSI Examination Services

3210 E Tropicana Ave

Las Vegas, NV 89121

(800) 733-9267 • Fax (702) 932-2666

Scheduling:

1. Once applications are approved, candidates are responsible for contacting PSI to schedule an appointment to take the examination. For the fast and convenient test scheduling, PSI recommends candidates schedule their exams online by accessing PSI's registration website at www.psiexams.com 24 hours a day.
2. Once applications are approved by the Board, approval notices are mailed by PSI to each applicant.



3. You may also schedule your examination touch- tone phone 24hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 9:00 a.m. and 8:00 p.m., Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00pm ET. PSI will make every effort to schedule the examination site and time that is most convenient for you. Please be prepared to offer alternate examination appointment choices.

Apprentice Work Experience:

- Apprentice work experience is the actual hours worked under the direct supervision of a licensed person as covered in the Board's Rules and Regulations (237 CMR 13.00). All Apprentices must have their employer complete a Board approved form (272) herein referenced as an ***"Employment Verification Form"***. All hours of experience shall be documented on this form including overtime and signed by the responsible person under pains and penalties of perjury.
 - It is the apprentice's responsibility to contact his or her employer, present and past, to acquire the above information. If an employer fails to complete an ***"Employment Verification form"*** for an apprentice, the Apprentice may file a complaint against the licensee responsible for documenting his hours. However, this should **ONLY** be done after receipt of the Employment Verification Form has been confirmed by his or her employer or agent and; that a reasonable time was allowed for the employer to comply with such request.
- An ***"Employment Verification Form"*** is enclosed with your initial application package. One form per employer

Education:

1. A Specific Form called ***"Certificate of School Experience"*** forms 222-225 are provided for vocational-technical school attendees. These forms are enclosed with your initial application package and may also be available at vocational-technical schools.

Part III.

Examinations:

- Examinations are **OPEN BOOK**, computer generated and two part. Examination scores are stand alone scores, i.e. each part of the examination is independent and you are required to pass both parts of the examination to obtain licensure. Candidates who fail one part of an examination are only required to retake the part of the examination that they failed unless such examination date has expired, in that case applicants are required to resubmit their application and take each part of the examination.

Master Electrician, Part 1

# of Questions	% Required to Pass	Time Allowed
80	70% (56 questions answered correctly)	240 Minutes

Content Outline

Subject Area	# of Items
State Specific Electrical Requirements	4
General Knowledge	6
Services	11
Grounding and Bonding	10
Wiring Methods and Devices	15
Motors	7
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	10
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: *Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.*

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm

Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.

- Ugly's Electrical References, Burleson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, (800)531-1660
- American Electricians' Handbook - latest edition, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

Business and Law (Master Electrician and Systems Contractor Part II)

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

Content Outline



PSI, 3210 E Tropicana, Las Vegas, NV 89121, (see order form at the end of this bulletin).

Subject Area	# of Items
Massachusetts Licensing	16
Estimating and Bidding	4
Lien Law	1
Financial Management	3
Tax Laws	3
Labor Laws	3
Project Management	3
Contracts	6
Business Organization	2
Risk Management	4
Environmental and Safety	5

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Only the following references are allowed in the examination center:

- Construction Management Guide: Basic Business and Project Management for Contractors, 4th Edition, 2003, NASCLA, POB 14941, Scottsdale, AZ 85267, (480) 948-3363, www.nascla.org
- 237 CMR 12 - 23 Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/reg/boards/el/cmr.htm
- General Laws of Massachusetts, MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm
- Massachusetts Inspection of Buildings, Inspection and Regulation of, and Licenses for, Buildings, Elevators and Cinematographs, MGL Chapter 143 Sections 3L, 3P and 50, www.mass.gov/legis/laws/mgl/gl-143-toc.htm
- Massachusetts Lien Law, Liens on Buildings and Land, 2003, MGL Chapter 254 Sections 1, 2, 2A, 2B, 4, 5, 8, 11, 13, 15A, 22 and 26, www.mass.gov/legis/laws/mgl/gl-54-toc.htm
- Massachusetts Overtime or Minimum Wage Law, MGL Chapter 151, Minimum Fair Wages, Sections 1, 1A, 1B, 2, 3, 9, 10, 11, 15, 16, 17, 19, 20, 20A and 21, www.mass.gov/legis/laws/mgl/gl-151-toc.htm
- Massachusetts Workers' Compensation law, MGL Chapter 152 Sections 6, 21, 22, 25A, 25C, 26, 27, 27A, 28, 66, 67, 75A and 75B, www.mass.gov/legis/laws/mgl/gl-152-toc.htm
- Massachusetts State Unemployment Law, Simplifying the Employment and Training Law: A Guide for Employers www.mass.gov/edwd/docs/pdf/employers/p3534.pdf
- Code of Federal Regulations Title 29, Part 1926 (OSHA) 2002, ---OR---PSI, OSHA Excerpts 2003, Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7954- (888)293-6498, <http://bookstore.gpo.gov> ---OR---

Journeyman Electrician, Part 1

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

Content Outline

Subject Area	# of Items
General Knowledge	8
Services	11
Grounding and Bonding	7
Wiring Methods and Devices	18
Motors	4
Transformers	1
Low-Voltage Distribution	2
Special Occupancies and Equipment	5
Overcurrent Protection	6
Lighting	2
Alarm Systems	6

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All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Journeyman Electrician, Part II, Applied portion

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

Content Outline

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	5
Electrical Schematics and Plans	5

Materials and Components	6
Troubleshooting and Testing	6
Massachusetts Amendments	6
Licensing Laws and Regulations	2

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NOTE 1: Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/reg/boards/el/cmr.htm
- MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.

- Ugly's Electrical References, Burleson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, (800)531-1660
- American Electricians' Handbook - 14th edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com

Systems Contractor Part I

# of Questions	% Required to Pass	Time Allowed
70	70% (49 questions answered correctly)	180 Minutes

Content Outline

Subject Area	# of Items
General Electric and Electronic Theory and Knowledge	9
NEC Alarm Requirements	15
Intrusion Detection and Notification	15

Fire Detection and Notification	31
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Reference List

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- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-9101, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

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- American Electricians' Handbook - current edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch, Quincy, MA 02269-9101, 6177703000, www.nfpa.org
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, 888-702-1687, www.alarm.org
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, www.bh.com

Systems Technician Part I

# of Questions	% Required to Pass	Time Allowed
50	70% (35 questions answered correctly)	120 Minutes

Content Outline

Subject Area	# of
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	Items
NEC Alarm Requirements	20
Fire Detection and Notification	30

Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- NFPA 72 - National Fire Alarm Code - National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org

Systems Technician Part II (Applied)

# of Questions	% Required to Pass	Time Allowed
30	70% (21 questions answered correctly)	60 Minutes

Content Outline

Subject Area	# of Items
Circuit Calculations (Ohm's Law)	6
Electrical Schematics and Plans	6
Materials and Components	8
Troubleshooting and Testing	8
Licensing Laws and Regulations	2

Reference List

All the reference materials listed below were used to prepare the questions for this examination. The examination may also contain questions based on trade knowledge, or general industry practices. **Except for Codebooks**, you can use later editions of references as they become available. For Code questions, the examination will be based **only** on the edition of the Codebook that is listed.

Only the following references are allowed in the examination center:

NOTE 1: Examinations will be based upon the then in effect edition of the National Electrical Code, Massachusetts Electrical Code Amendment, standards and NFPA documents after July 1, of that year.

- Massachusetts Electrical Code, 527 CMR 12.00 State Amendments to NEC Board of Fire Prevention Regulations, State of Massachusetts General Laws, www.mass.gov/dfs/osfm/fireprevention/cmr/index.htm
- 237 CMR 12.00-23.00 - Rules and Regulations of the Board of State Examiners of Electricians, State House Book Store, Rm 116, Boston, MA 02133, (617) 727-2834, www.mass.gov/reg/boards/el/cmr.htm
- National Electrical Code, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- MGL Chapter 141, Supervision of Electricians, www.mass.gov/legis/laws/mgl/gl-141-toc.htm

Additional Examination questions may be derived from the following reference materials. Please note these reference materials are not allowed in the Examination center.

- Ugly's Electrical References, Burleson Distributing Corp., 3501 Oak Forest Drive, Houston, TX 77018, (800)531-1660
- American Electricians' Handbook - current edition, 2002, McGraw-Hill, P.O. Box 182605, Columbus, OH 43218-2605, www.McGraw-hill.com
- Fire Alarm Signaling Systems Handbook, 1994, 2nd edition, Bukowski & O'Laughlin, National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02169-7471, (617)770-3000, www.nfpa.org
- Certified Alarm Technicians Manual Level 1, 2001, National Training School, 8300 Colesville Rd, Suite 750, Silver Spring, MD 20910, (888)702-1687, www.alarm.org
- Understanding and Servicing Alarm Systems - Third Edition, 0-7506-7206-4, Butterworth-Heinemann (Reed Publishing), 313 Washington Street Newton, MA 02158-1626, www.bh.com

Part IV.

Penalties and Refund Policies for all Examinations:

1. **Failure to appear-** Any candidate who fails to appear for an examination shall forfeit **ALL** fees paid in connection with that examination.
2. **Failing Examination-** Any candidate who fails an examination cannot sit for re-examination for a period of ten (10) days from the date of last examination or for a time period as specified by the Board.
3. **Rescheduling-** You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days before the scheduled examination date.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

4. **Illness-** If you are too ill to take an examination on the scheduled date, you may submit a letter from your doctor or hospital substantiating your illness (on their letter head) or any other documentation that PSI and or the Board could use in determining your illness.

5. **Weather-** In the event of severe weather, PSI reserves the right to cancel any and all scheduled examinations. In such event PSI will attempt to contact each applicant that day via telephone to reschedule your examination at your earliest convenience. If they are unable to contact you at that time, they will send a written notice to reschedule the next business day.

Part V.

Required Renewal of Application Forms:

All applicants shall update their applications after 90-days if the applicant has not sat for and passed each part of his or her examination or has been rescheduled for an examination during the 90-day period and has not sat through an examination. This application must be filled out completely and legibly and signed under pains and penalties of perjury.

Part VI.

First Time Candidate Fees:

Applicants must pay the fee by cashier's check or money order only, payable to PSI.

	*Total PSI Fee Per Candidate	**PSI Application Processing Fee	Examination Administration Fee			***MA License Application Processing Fee
			Trade	Business	Practical	
Master Electrician	\$267	\$75	\$80	\$55		\$57
Journeyman Electrician	\$222	\$60	\$80		\$55	\$27
Systems Contractor	\$267	\$75	\$80	\$55		\$57
Systems Technician	\$222	\$60	\$80		\$55	\$27

*Fee is a sum of all fees broken down at right

**PSI Application Processing Fee is good for one year. If you do not test within one year, you must pay this fee again.

***MA License Application Processing Fee is non-refundable.

	MA License Fee
Master Electrician	\$135
Journeyman Electrician	\$90
Systems Contractor	\$135
Systems Technician	\$90

The MA License Fee is charged to the candidate at the Test Center upon passing the examination. Please be prepared to pay this fee in order to obtain your license. Payment may only be in the form of **Money Order, Cashier's Check, Company Check, Mastercard, or Visa**. Cash and Personal Checks are not accepted. Please make the Money Order, Cashier's Check, or Company Check payable to PSI.

Re-exam Candidate Fees:

Applicants for reexamination must pay the fee by cashier's check or money order only, payable to PSI.

	*Total PSI Re-exam Fee Per Candidate	Re-examination Fee		
		Trade	Business	Practical
Master Electrician	\$135	\$80	\$55	
Journeyman Electrician	\$135	\$80		\$55
Systems Contractor	\$135	\$80	\$55	
Systems Technician	\$135	\$80		\$55

* Fee is a sum of all fees broken down at right. Re-exam Fees are non-refundable.

All fees and completed forms shall be sent to:

PSI Examination Services

Attn: MAEL

3210 E Tropicana Ave

Las Vegas, NV 89121

Money Order or Cashier's Check only





Commonwealth of Massachusetts
Division of Professional Licensure
 239 Causeway Street • Boston, Massachusetts 02114
www.mass.gov/dpl/boards/el
BOARD OF STATE EXAMINERS OF ELECTRICIANS
RICHARD A. FREDETTE
 EXECUTIVE DIRECTOR

Completed by Vendor/Board

Ex. Date _____

Ex. Result _____

Cert. Date _____

Cert. No. _____

Application for Examination

Complete and forward this registration form with the applicable examination fee to:
 PSI Examination Services * ATTN: Examination Registration MA EL
 3210 E Tropicana Ave * Las Vegas, NV 89121

Applying for	Check One	If Re-exam enter last exam date	List current Massachusetts Journeyman/Systems Technician Number	Issue Date Verified by Board/Vendor
Master Electrician exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Systems Contractor exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Journeyman Electrician exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Systems Technician exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Attach a current Photo here

Please Print or Type. This is an official Document

Date of Photo ____ / ____ / ____

Social Security Number (required)		Date of Birth		Maiden /Other names	
Last Name		First Name		Middle Name	Generation
Residence (street Address)					
City			State		Zip Code
Day time Phone Number ()		Evening Phone Number ()		Email Address	

Pursuant to G.L. c. 62C, s. 47A, the Division of Professional Licensure is required to obtain your social security number and forward it to the Department of Revenue. The Department of Revenue will use your social security number to ascertain whether you are in compliance with the tax laws of the Commonwealth.

Your Application May Be **RETURNED** if you fail to answer any of the questions below:

1. Are you applying for renewal of licensure by reexamination? Yes ☐ No ☐ License No/s _____

2. Has a licensing/certification board located in the United States or any country or foreign jurisdiction taken any disciplinary action against your license(s)? Yes ☐ No ☐

If yes, please state the details (use a separate sheet if necessary): _____

3. Are you the subject of pending disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes ☐ No ☐

If yes, Please state the details (use a separate sheet if necessary): _____

4. Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction? Yes ☐ No ☐

If yes, please state the details (use a separate sheet if necessary): _____



5. Have you ever applied for and been denied a professional license in the United States or any country of foreign jurisdiction? Yes ☐ No ☐

If yes, please state the details (use a separate sheet if necessary): _____

6. Have you ever admitted to or been convicted of a felony or misdemeanor in the United States or any country or foreign jurisdiction? Yes ☐ No ☐

The Board is certified by the Criminal History Systems Board [ID# MAREG G] to access data about convictions and pending criminal cases. Those records—and other Federal and professional records—may be checked as part of your licensing process. No records are automatic disqualifiers; you will be given an opportunity for a limited appearance before the Board.

Current Employer/Company	Employer Address	MO/DAY/YR Starting Date	Employed Years Months

Please sign below in acknowledgement of the following statements:

- I understand that I have the right to review my examination questions and that such request shall be made in writing to PSI within **30-days** of the date of examination
- I understand that if PSI reviewed my examination questions but maintained their failing score and I still disagree with their findings I may **file an appeal before the Board**
- I understand that I have the **right to appeal PSI's decisions** and that my **appeal shall be made in writing** to the Board of State Examiners of Electricians, **within 30-days of the date of my rejection notice** from PSI. In my appeal I must state the items/questions that are to be reviewed and failure to make such a request within the time allotted may jeopardize my right to an appeal
- I understand that if I need a copy of the **Review of an Examination Score Notice** in addition to the one previously given to me, such a request must be made **within 30-days of the date of examination**. Any failure to make such a request (documented) within the time allotted may jeopardize my right to review my examination score for a second time
- I understand that applicants who receive a **rejection of application notice** may **file an appeal before the Board**. Said appeal must be filed in writing, **within 30-days from the date of Rejection of Application Notice** and failure to make such a request within the time allotted may jeopardize my right to an appeal
- I certify, under the pains and penalties of perjury, that the information I have provided pursuant to this application for licensure is truthful and accurate. I understand that the failure to provide accurate information may be grounds for the Massachusetts Board of State Examiners of Electricians to deny my right to sit as a candidate or to suspend or revoke a license issued to me in accordance with Massachusetts Law. I further attest that, pursuant to M.G.L.c.62C, s. 49A, to the best of my knowledge and belief, I have filed all Mass tax returns and paid all Mass taxes required by law.

(Signature)

(Date)

THE FOLLOWING IS TO BE COMPLETED IN THE PRESENCE OF A NOTARY.

_____ being duly sworn says that he/she is the person who is referred to in this application for certificate as licensed Journeyman Electrician, Master Electrician, Systems Technician or Systems Contractor, in the State of Massachusetts; that the statements herein contained are strictly true in every respect and that he/she has complied with all requirements of law.

Sworn to before me this day of _____ 20____ (Seal)/sign _____
(Date) (Person Administering Oath)

(Signature of Applicant)

(Commission Expires)

Money Order or Cashier's Check only.

Credit card (MasterCard or VISA) payment accepted for phone or fax review/re-exam registrations only. ☐MC ☐Visa

Card No: _____ Exp. Date: _____

Card Verification No: _____ *For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): _____ Signature: _____

I am enclosing a Special Arrangement Request letter and required documentation. ☐ Yes ☐ No

Complete and forward this registration form with the applicable examination fee to:

PSI Examination Services * ATTN: Examination Registration MA EL
3210 E Tropicana Ave * Las Vegas, NV 89121
Fax (818) 247-3853 * (800) 733-9267 * TTY (800) 735-2929



Notice and Instruction sheet for
CORI Acknowledgement
Form

Dear Licensee:

If your license application indicates that you checked "Yes" in response to the question regarding the existence of any criminal convictions. The Board will need to review your Criminal Offender Record Information (CORI) record before proceeding further with the processing of your application. As noted on your application form the Board is certified by the state's Criminal History Systems Board to receive from it and review criminal conviction and pending criminal case information.

In order to do so, the Criminal History Systems Board requires that the individual be placed on notice that a CORI check will be performed.

Please complete the attached CORI notification acknowledgement form and submit it with this letter and your application immediately to the PSI. Any delay in completing and submitting this form will delay the processing of your license application.

Upon receipt of this acknowledgment form, the Board will request and review your criminal record. If it is necessary for you to appear before the Board to answer questions about your CORI data, you will be notified in advance. If it is not necessary for you to appear before the Board after your criminal record is requested and reviewed, the Board will continue processing your application for examination.

Sincerely,

Richard A. Fredette
Executive Director
Board of state Examiners of Electricians

Enclosure

CORI ACKNOWLEDGEMENT FORM

The Division of Professional Licensure has been certified by the Criminal History Systems Board for access to convictions and pending criminal case data. As an applicant/licensee for _____, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Applicant/Licensee Signature

APPLICANT/LICENSEE INFORMATION (PLEASE PRINT)

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____ - _____ - _____
(Requested but not required)

ADDRESS: _____

CHSB USE ONLY

RECORD ATTACHED: _____

NO RECORD: _____

The Commonwealth of Massachusetts
State Examiners of Electricians
239 Causeway Street • 5th Floor • Boston, Massachusetts 02114

To the State Examiners of Electricians: In connection with my application for examination for a journeyman electrician/ Systems technician license, I submit the following certificate to vouch for my statements as to my experience.

(Signature of Applicant) (Address) (Date)

The following information is to be filled out by the licensed electrician.

To the State Examiners of Electricians: Subject to the penalties set forth in Section 5 of Chapter 141 of the General Laws of Massachusetts, I hereby subscribe to and vouch for the statement made by

(Name of Applicant) - (_____) - _____
(Telephone Number)

(Please Print)
in his application for examination for a journeyman electrician/Systems technician license that he was employed by:

(Name of Employer) (Address of Employer)

from ____/____/19____ * to ____/____/19____ * Separate sheets must be completed for each date range.
(Date of Employment) (Date of this Certificate or Date of Termination)

in the capacity of _____
(Electrician's Apprentice, Helper or other Rating)

and that this employment amounted to a total accumulated time of ____years and ____months or ____ hours***

Such employment consisted of installing _____
(Describe nature of work in detail) on a (please check one) full time ____ or part time ____ basis and ____% consisted of work for which a license is required by law, and was performed under the direct personal supervision of licensed journeyman/systems technician. (If work was "part-time" explain in detail on the reverse side of this sheet listing all positions held by the applicant within the dates stated above including names, addresses and dates.) Can you produce payroll records for this person? Yes____ No____ (check one)

(Name of Applicant's Employer) by _____
(Signature of Licensed Professional)

Holder of License No. _____ Holder of License No. _____
(Type Class and No.) (Type Class and No.)

(_____) _____ (_____) _____
Telephone Number Telephone Number

GENERAL LAWS, TER. ED. CHAPTER 141

Section 9. Any person applying for a journeyman/technician license and making any misstatement as to his experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to the penalties set forth in Section 5. (A fine of not less than ten or more than one hundred. Subsequent offenses. A fine of \$50 to \$500 or imprisonment for six months or both.)

THIS FORM IS TO BE USED IN ALL CASES FOR CERTIFYING PRACTICAL EXPERIENCE. ADDITIONAL FORMS WILL BE MAILED UPON REQUEST.

*** Please show actual breakdown of overtime hours on reverse side of this employment form is submitting proof of experience on an hourly basis, such as the month, day, year and actual working hours being certified to towards the 8,000- hour requirement.

**CERTIFICATE OF ACHIEVEMENT
Order Form**

ITEM	PRICE	QUANTITY	AMOUNT
<u>CERTIFICATE OF ACHIEVEMENT</u>	\$15.00		
Shipping & Handling	\$ 3.75		
Total	\$18.75	_____	_____

(Please allow up to 2 weeks for delivery)

TOTAL _____

Please send this form along with payment (Money Order / Cashier's Check / Mastercard / Visa. Personal Checks not accepted) to:

PSI Examination Services
3210 E Tropicana * Las Vegas * NV * 89121
Fax (702) 932-2666
ATTN: SHIPPING DEPARTMENT

*NOTE: You may fax your Order Form if you are paying with MasterCard or VISA.
Fill out the credit card information below:*

☐ MC ☐ VISA Account No. _____ Expiration Date _____

Name on Card (Print) _____

Signature _____

INDICATE BELOW THE ADDRESS WHERE YOU WOULD LIKE YOUR ORDER SENT TO:
(UPS and FedEx does NOT deliver to PO Box addresses)

NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE
NUMBER: _____

THIS IS NOT YOUR LICENSE



Massachusetts Order Form for Reference Material

ITEM	PRICE	QUANTITY	AMOUNT
Code of Federal Regulations - 29 CFR Part 1926 Selections as of 2003 by PSI	\$19.50	_____	_____

Shipping and Handling (\$7.50)

(Unless you had provided a FedEx Account #, all orders are shipped by UPS Ground - please allow up to 2 weeks for delivery)

TOTAL _____

Please send this form along with payment (Money Order / Cashier's Check / Company Check / Mastercard / Visa. Personal Checks not accepted) to:

PSI Examination Services
3210 E Tropicana Ave * Las Vegas, NV 89121
Fax (702) 932-2666
ATTN: SHIPPING DEPARTMENT

PLEASE PRINT LEGIBLY

Please check one: ☐ AMEX ☐ MC ☐ VISA

Account No. _____ - _____ - _____ - _____ Expiration Date _____ - _____

Name on Card (Print) _____

Billing Address _____

City _____ State _____ Zip _____

Signature _____

SHIP TO ADDRESS IF DIFFERENT THAN ABOVE

Name: _____

Address: _____

City _____ State _____ Zip _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

ALL SHIPMENTS WILL BE SHIPPED UPS GROUND. PLEASE ALLOW UP TO 2 WEEKS DELIVERY.

EXPEDITED SHIPPING (NORMAL SHIPPING CHARGES STILL APPLY)

Charge Credit Card Listed Above ☐

FEDEX ACCOUNT #: _____

UPS ACCOUNT #: _____

Method (please check one):

☐ Next Day Air

☐ 2-Day Air

☐ 3-Day



BASIC BUSINESS AND PROJECT MANAGEMENT FOR CONTRACTORS

ORDER FORM

To order a copy of *Basic Business and Project Management for Contractors* please complete the order form below, submit a check for the total order amount payable to NASCLA Publications, and mail to:

NASCLA Publications
P.O. BOX 14941
Scottsdale, Arizona 85267

Credit card orders (VISA, MASTERCARD or AMERICAN EXPRESS) may be mailed to the address above or faxed to (480) 948-4117. To order by phone call: (480) 948-6883. **Do NOT contact PSI for this book order information.**

SHIP TO:

Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone (_____) _____ - _____ Fax (_____) _____ - _____

METHOD OF PAYMENT: ☐ Check ☐ Visa ☐ MasterCard ☐ AMEX

Card Number _____ Exp. Date (month & year) _____ / _____

Name on Card _____ Signature _____

PLEASE SEND:

_____ Copy(ies) of *Basic Business and Project
Management for Contractors* @ \$30.50 each \$ _____

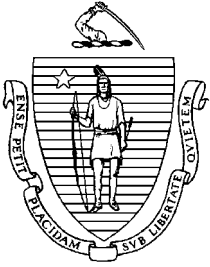
SHIPPING & HANDLING:

\$ 10.00 for one book (\$3.00 for each additional book) \$ _____

TOTAL \$ _____

PSI EXAMINATION SERVICES
3210 E TROPICANA
LAS VEGAS, NV 89121

FIRST CLASS MAIL



Commonwealth of Massachusetts
Division of Professional Licensure
239 Causeway Street • Boston, Massachusetts 02114

Board of State Examiners of Electricians
(617)727-9931, www.mass.gov/dpl/boards/el

Instruction Sheet for Application for examination

There are three basic parts to the Electrical application process. The Application, School documentation and Work experience forms. The foregoing MUST be followed by all candidates making application for an examination.

Failure to correctly complete this process may result in the return of your application and the loss of your application fee.

Application

- Application must be typed or filled out in ink and in the handwriting that is legible.
- Candidates must acknowledge which examination application he or she is making an application for.
- If the candidate is making an application for a Master or Systems contractor examination they must enter their journeyman or Systems technicians license number and verify the issue date in the space provided.
- If the candidate is making an application for re-exam they must enter the date they took the last exam in the space provided.
- Candidates must enter their social security number, date of birth, last, first and middle name, and generation (Jr. Sr. II or III) in the space provided.
- Candidates must enter their Residence street address, with the city or town. The state they reside in and zip-code for that state.
- Candidates must enter their daytime or evening phone number, email address is optional.

Note: Failure to complete and comply with the above requirements, your application will be returned to you and may result in the forfeiture of your application fee.

- The next section contains several questions that you must answer. If you fail to answer any of these questions your application will be returned to you and may result in the forfeiture of your application fee.
- The next section deals with your acknowledgement that you have read and understand your rights to your exam report, review examination questions, appeal to the boards' vendor with regards to disputed questions, and an appearance before the board. This section requires your signature with date. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.
- The following section is to be completed by you in the presence of a Notary. If you fail complete this requirement your application will be returned to you and may result in the forfeiture of your application fee.

School

Certificate of schooling provided by the Board:

- **Form 222** is provided for Journeyman Electricians and Systems Technicians who have enrolled in and completed a public vocational school program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs are required to include shop and or cooperative work experience with their related programs.
- **Form 223** is provided for Master Electricians or Systems Contractor who have enrolled in and completed a day time or evening program approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.
- **Form 224** is provided for organizations for their employees or members as described in Section 13 of 237 CMR. Such educational programs may or may not include shop and or cooperative work experience with their related programs but such programs require board approval.
- **Form 225** is provided for schools that offer day time or evening programs for Journeyman Electricians or Systems Technician approved by the Department of Education under M.G.L. c 74 or in a private occupational school programs licensed by the Department of Education under M.G.L. c 93 or in a college/university program. Such educational programs typically do not provide shop or cooperative work experience with their related programs.
 - All forms must be completed by and signed by a school official with his or her title.
 - must include the signature with the license number of the electrical instructor(s) or evening director as applicable.
 - must include an imprint of the school seal

Optional – for those schools that provide their own certificates:

All schools that do not offer shop or cooperative work experience as part of their related programs; including approved evening programs, college courses, employers or organizations for their employees or members are required to provide the board with their certificate of completion such certificates must include the following information.

- Date of completion
- Hours of instruction
- Program provided
- Name of student
- Signature of the evening Director.
- Name of the approved school, college, employer or organization in accordance with Section 13 of 237 CMR.

Other schools in which courses are conducted outside of Massachusetts must provide with their application documentation containing detailed supporting information regarding education which is sufficient to allow the Board to conclude that the candidate possesses sufficient other education.

- Candidates who reside outside Massachusetts may obtain credit for the required course from an out-of-state institution.
 1. such credit shall be considered upon receipt of a written request for approval, accompanied by supporting documentation.

Candidates who hold a license issued by another jurisdiction may request a waiver of education.

- Such request shall be made in writing at the time of application and may be granted by the Board upon review.
- The Board may request additional information regarding qualifications.
- Each such request for waiver shall include a statement certified by the Keeper of Records of the state board issuing such license.
- Such license must be current and in good standing.

Work experience

Work experience **Form 272**, included with the application package, is to be used only by those candidates whose electrical or systems work experience can be documented as being supervised by a Massachusetts licensee.

- This form needs to be completed by both the candidate, with his or her signature and date and the employer has completed the other two parts of the form.
- All questions or spaces provided must be completed by the Electrician or Systems Contractor .
- This form must be complete without error or it may be returned to the candidate.

Candidates whose work experience does not fall within the specific provisions of 237 CMR 13.01

- May submit on letterhead from their employer a request that such experience be considered as the equivalent of the specific experience requirement set forth in Board Rules and Regulations.
 - Said written request must contain the following detailed supporting information regarding such work experience which is sufficient to allow the Board to conclude that the candidate possesses sufficient other work experience to meet the specific education requirements of 237 CMR 13.
 - Commencement date of employment
 - Termination date of employment
 - If employment was full time part time
 - Actual hours of employment
 - Name of the supervising licensee and his or her license number
 - Description of work supervised

If applicable and you fail to complete any of the aforementioned requirements your application will be returned to you and may result in the forfeiture of your application fee.



The Commonwealth of Massachusetts
Division of Professional Licensure
239 Causeway Street Boston, MA 02114
www.mass.gov/dpl/boards/el

Board of State Examiners of Electricians
(617)727-9931

**TO BE USED BY APPROVED ORGANIZATIONS or EMPLOYERS
FOR THEIR MEMBERS OR EMPLOYEES
FORM 224**

CERTIFICATE OF SCHOOL EXPERIENCE

Under the provisions of 237 CMR ***Rules and Regulations***
Section 13.00: Eligibility Criteria for Initial Licensure

Courses conducted by an organization for its employees or members at no cost as described in 237 CMR Section 22.

I submit the following certificate of experience, which I obtained while attending school. Candidates **MUST** have the school complete this form in its entirety before they sign in the space provided below.

Name of Applicant - Type or Print your name

Signature of Applicant

THE FOLLOWING IS TO BE COMPLETED BY BOARD APPROVED OFFICIALS

Subject to the penalties set forth in Section 5 of chapter 141 of the General Laws, I subscribe to and vouch for the statement made by

Name of Applicant - Type or Print

Address

Social Security number

In the application for examination for a _____ license the student named above did complete
classroom instruction at _____
Journeyman or System Technician

Name of Organization - Type or Print describe course of study– security/fire/light heat of power with hours successfully completed

From _____ 20_____
Date of Enrollment of course

To _____ 20_____
Date of Completion of course

IN STATE-APPROVED ELECTRICAL PROGRAM ONLY

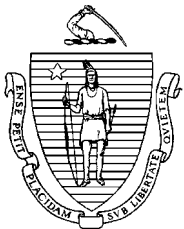
Name of Designated School Official - Type or Print

Title

Signature of Designated School Official

Date

General laws, Chapter 141 Section 9. Any person applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in.



The Commonwealth of Massachusetts
Division of Professional Licensure
239 Causeway Street □ Boston, MA 02114
www.mass.gov/dpl/boards/el

Board of State Examiners of Electricians
(617)727-9931

NOT TO BE USED BY VOCATIONAL TRADE SCHOOLS

FORM 223

CERTIFICATE OF SCHOOL EXPERIENCE
Application for the Master Electrician or Systems Contractor Exam

To be used for courses taught within Massachusetts
Day or Evening programs

TO THE STATE EXAMINERS OF ELECTRICIANS

THE FOLLOWING IS TO BE COMPLETED BY SCHOOL OFFICIALS

Subject to the penalties set forth in Section 5 of chapter 141 of the General Laws, I subscribe to and vouch for the statement made by me that

_____ completed classroom instruction at
Name of Applicant License number/Class/Type Expiration date

_____ describe course of study– security/fire/light heat of power with hours successfully completed
Name of School

From _____ 20 _____ To _____ 20 _____
Date of Enrollment Date of Completion of Course

IN STATE-APPROVED ELECTRICAL PROGRAM ONLY

_____ Title
Name of Designated School Official - Type or Print

_____ Date
Signature of Designated School Official

IMPRINT SCHOOL SEAL HERE

General laws, Chapter 141

Section 9. Any person making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.



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Division of Professional Licensure
239 Causeway Street □ Boston, MA 02114
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Board of State Examiners of Electricians
(617)727-9931
TO BE USED BY VOCATIONAL TRADE SCHOOLS
WITHIN MASSACHUSETTS
FORM 222

CERTIFICATE OF SCHOOL EXPERIENCE
To be used only with programs that offer shop / co-operative work

TO THE STATE EXAMINERS OF ELECTRICIANS

In connection with my application for a journeyman/ Systems technician license, I submit the following certificate of experience, which I obtained while attending school. Candidates **MUST** have the school complete this form in its entirety before they sign in the space provided below.

Name of Applicant - Type or Print your name

Signature of Applicant

THE FOLLOWING IS TO BE COMPLETED BY SCHOOL OFFICIALS

Subject to the penalties set forth in Section 5 of chapter 141 of the General Laws, I subscribe to and vouch for the statement made by

Name of Applicant - Type or Print

Address

Social Security number

In the application for examination for a journeyman/ Systems technician electrician's license that the student named above did attend.

Name of School - Type or Print

describe course of study– security/fire/light heat of power

From _____ 20_____
Date of Enrollment

To _____ 20_____
Date of Completion of Course

During that time the student successfully completed _____ hours of **experience** in _____ installation
(Electrical/Systems)
shop performing the actual work defined in Chapter 141, under the direct supervision of a licensed electrician/systems Technician. (Do not include cooperative work experience.)

The student successfully completed _____ hours of _____ related **classroom instruction**.
(Electrical/ Systems)

Do not include cooperative work experience.)

The student successfully completed _____ hours of **cooperative** work experience under the direct supervision of a licensed electrician/systems technician performing the work described in Section 1 of Chapter 141 of the General Laws and pursuant to the provision of Section 8.

Name of company	
From _____ 20____	To _____ 20____
Date of employment	Date of termination

Name of company	
From _____ 20____	To _____ 20____
Date of employment	Date of termination

IN STATE-APPROVED ELECTRICAL PROGRAM ONLY

_____	_____
Name of Designated School Official - Type or Print	Title

_____	_____
Signature of Designated School Official	Date

Name of School Designated Licensed Instructor

_____	_____	_____
Instructor's Electrical/Systems Licensed Number Number	Education	Approval

Signature of School Designated Licensed Electrical Instructor

IMPRINT SCHOOL SEAL HERE

General laws, Chapter 141

Section 9. Any person applying for a license and making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in. Section 5.



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NOT TO BE USED BY VOCATIONAL TRADE SCHOOLS

FORM 225

CERTIFICATE OF SCHOOL EXPERIENCE
Application for the Journeyman Electrician or Systems Technician Exam

To be used for courses taught within Massachusetts
Day or Evening programs

TO THE STATE EXAMINERS OF ELECTRICIANS

THE FOLLOWING IS TO BE COMPLETED BY SCHOOL OFFICIALS

Subject to the penalties set forth in Section 5 of chapter 141 of the General Laws, I subscribe to and vouch for the statement made by me that

_____ completed classroom instruction at
Name of Applicant Address Social Security Number

_____ describe course of study— security/fire/light heat of power with hours successfully completed
Name of School

From _____ 20 _____ To _____ 20 _____
Date of Enrollment of Course Date of Completion of Course

IN STATE-APPROVED ELECTRICAL PROGRAM ONLY

_____ Title
Name of Designated School Official - Type or Print

_____ Date
Signature of Designated School Official

IMPRINT SCHOOL SEAL HERE

General laws, Chapter 141 Section 9. Any person making any misstatement as to his or her experience or other qualifications, or any person, firm or corporation subscribing to or vouching for any such misstatement, shall be subject to penalties set forth in Section 5.

HOW TO AVOID HAVING YOUR APPLICATION RETURNED

Dear Candidate: This is the time when you really need to pay attention to details. The following is a summary of some of the most common problems that cause an application to be RETURNED to the candidate:

This summary should be included in the candidate information bulletin.

Application:

1. Application is NOT legible, NOT complete or Not accompanied with the proper fees:

- No picture was attached
- Failed to acknowledge which exam he or she was applying for
- Did not include license number when applying for higher class of licensure.

Explanation: In accordance with Board Rules and Regulation Section 14.01: Applications, which are not complete, not legible, or are not accompanied by the required fee(s) shall not be accepted and shall be returned to the applicant.

School Form:

- Candidate did not include a school certificate form with their application
- Candidate submitted an incomplete School certificate form
 - Notary missing
 - Back of school form missing or incomplete
- Candidate submitted and completed the wrong school certificate form with their application
 - Submitted master schooling using Journeyman/Technician education certificate form.
- Certificate of completion of education did not include one or more of the following
 - Date of completion
 - Hours of instruction
 - Program provided
 - Name of student
 - Signature of the evening Director.
 - Name of the approved school, college, employer or organization in accordance with Section 13 of 237 CMR

Explanation: Under the board's policy and procedures, applications, which do not include an approved education form; or a candidate whose education is submitted on the wrong form; or the education information is missing or does not meet the minimum required hours such form with the application shall not be accepted. Section 9 of the general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications.

Section 13 of 237 CMR sets the minimum education requirements as eligibility criteria for candidates to sit for examination, while Section 22 of 237 CMR provides the minimum course curriculum as a prerequisite to sit for such examination.

Work experience forms

- Candidate did not include a work experience form
- Candidate documented their work experience incorrectly
- Incomplete
 - Dates missing
 - Job description blank

- Wrong form

Explanation: Under the board's policy and procedures, applications, which do not include an approved work experience form with their application; or a candidate whose work experience is submitted on the wrong form; or the work experience information is incomplete or does not meet the minimum hours of supervised work experience with the application shall not be accepted. Section 9 of the general laws of Massachusetts governs electricians and requires candidates to submit in writing an application for an electrician's license as to his experience or other qualifications. While Section 13 of 237 CMR sets the minimum work requirements as eligibility criteria for candidates to sit for examination.

Please be aware that when your application arrives at PSI, it is reviewed as quickly as possible, usually in a matter of days or weeks. We cannot wait for missing documentation. Your application will be RETURNED if it is missing documentation, which will create an unnecessary delay.

It is in your best interests to make sure that your application is ready for approval on FIRST review.